

Advertisement No.: 2/2020



## **CONTRACTUAL ENGAGEMENT OF RETAINER (PROJECT)**

Numaligarh Refinery Limited (NRL), is a leading Miniratna Category-I PSU engaged in the business of Refining and Marketing of petroleum products with state-of-the-art facilities. All set to ramp up its refinery capacity from 3 to 9 MMTPA, NRL's mega project envisages amongst others, import of Crude Oil at Paradip Port and laying of Cross Country pipeline from Paradip to Numaligarh to transport the same. Project activities have gathered pace after receipt of Environmental Clearance during July 2020.

The Company invites applications from eligible professionals for contractual engagement in the project, details of which are as below:

### **1.0 NAME OF THE POST**

Retainer (Project)

### **2.0 NUMBER OF POSITIONS**

03 (Three)

### **3.0 ELIGIBILITY CRITERIA**

**3.1 Upper age limit** : Should not be more than 65 years of age as on 01.11.2020

#### **3.2 Minimum Education**

**Qualification** : B.E/ equivalent

**3.3 Experience** : Should have experience of executing mega project in senior position. Minimum 25 years experience, out of which minimum 20 years should be in Petroleum Refinery/Pipeline or Petrochemical projects.

### **4.0 JOB DESCRIPTION**

These 3 positions of Retainer (Project) will be responsible for (i) core project activities at Crude Oil Import Terminal (COIT) at Paradip, (ii) laying of Pipeline from Paradip to Numaligarh and (iii) Other project activities and co-ordination with stakeholders.

Other responsibilities shall include but not limited to the following:

- i. General Administration
- ii. Liaisoning activities for Boundary management

iii. Any other job assigned by Project Head

#### **Desired attributes**

- a) Knowledge of planning, monitoring and contract handling.
- b) Boundary management skill is desired.
- c) Knowledge of local language will be an added advantage.

#### **5.0 TYPE OF ENGAGEMENT AND DURATION**

The engagement shall be on contractual basis initially for 1 year which can be extended depending on performance and requirement.

#### **6.0 PLACE OF POSTING**

The selected candidate can be placed anywhere in Odisha, West Bengal or Assam. The candidate should be ready to work anywhere in Odisha, West Bengal or Assam.

#### **7.0 REMUNERATION**

- i. All inclusive monthly remuneration shall vary between Rs.1.20 lakh to Rs. 1.50 lakh, depending on experience.
- ii. While on outstation tour, the travel entitlement, lodging and Daily Allowance shall be as per the eligibility of Job Group -‘F’ of the Company.

#### **8.0 SELECTION**

The selection shall be based on Personal Interview amongst the shortlisted candidates.

#### **9.0 HOW TO APPLY**

**i. INTERESTED CANDIDATES MAY APPLY ONLINE THROUGH NRL WEBSITE:** [www.nrl.co.in](http://www.nrl.co.in) . No other means / mode of application shall be accepted.

**Website will remain open from 10.00 hrs on 29.10.2020 to 10.00 hrs on 13.11.2020 for online application.**

ii. Detailed Curriculum Vitae (CV), passport photo, document citing Date of Birth and BE/BTech/Equivalent qualification need to be uploaded along with the application

iii. Candidates shall ensure that the information furnished by him/her are true and in case any information furnished by a candidate is found to be faulty, his/her candidature shall be summarily rejected without assigning any reason thereof.

iv. Before applying for the post, candidate should ensure that he/ she fulfils the eligibility criteria and other conditions mentioned in this advertisement. NRL would be free to reject any application at any stage of the selection process, if

the candidate is found ineligible for the position for which he/ she has applied. No correspondence shall be entertained in this regard.

**v. No hardcopy of the application or document should be sent by post to the Office of Numaligarh Refinery Limited.**

### **10.0 HEALTH / MEDICAL FITNESS**

Engagement to the above post will be subject to the candidate being found medically fit. The selected candidate shall have to undergo medical examination in the prescribed Hospital or as advised by the Medical Officer before being considered for engagement. The opinion of the Hospital/ Medical Officer authorized by the Company in this regard shall be final.

### **11.0 GENERAL INFORMATION**

i. Candidates should possess a valid mobile number and email ID. Candidates are advised to keep the email ID and mobile number active till selection process is over. No change in the email ID and mobile number will be allowed once entered.

Responsibilities of receiving and downloading of information/ communications etc. will be of the candidate. NRL will not be responsible for any loss of email /sms sent, due to invalid/ wrong mobile number /email ID provided by the candidate and no correspondence in this regard shall be entertained.

iii. NRL reserves the right to raise the minimum eligibility standards. The Management reserves the right to fill or not to fill the above position without assigning any reason whatsoever.

iv. The prescribed eligibility criteria are minimum and mere possession of the same does not entitle a candidate for appearing in the interview. NRL's decision shall be final in this regard.

### **12.0 IMPORTANT DATES**

<b>Milestones</b>	<b>Schedule date</b>
<b>Online submission of application commences</b>	<b>10.00 hrs on 29.10.2020</b>
<b>Closing of Online Submission of application</b>	<b>10.00 hrs on 13.11.2020</b>

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